

# Fresno Regional Workforce Investment Board

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490-7100 • Fax 559.490.7199 •  
www.workforce-connection.com

Blake Konczal, Executive Director

## **POLICY BULLETIN**

**FRWIB PB # 01-11, Revision B** **Date Released: May 18, 2011**

**To: All Fresno Regional Workforce Investment Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: May 18, 2011**

**Subject: Professional Driver Training – Job Seeker Requirements**

**Applicable Program: Adult, Dislocated Worker, Older Youth**

Revision B adds the Federal English Only testing requirement.

This PB references OD 12-06, Skills Training Processes.

The Fresno Regional Workforce Investment Board (FRWIB) adopted this policy at its Board meeting held on February 16, 2011.

This PB applies to those job seekers who have chosen a vocation and are seeking training services in the professional driver career. The Employment Readiness Specialist (ERS) is required to provide a copy of this policy to the job seeker.

The purpose of this PB is to ensure WIA job seekers are appropriately screened prior to referrals to a professional driver training program.

### **Requirements:**

When submitting the completed school visit request form, the job seeker's driving record (DMV print out) and a copy of the completed Questionnaire (see page 3) must be attached.

Job seekers must meet the following minimum criteria to be approved for a school visit request to a professional driver training program:

1. Be at least 21 years old.
2. Be aware they must pass a background check: No prior felony convictions and/or misdemeanors (reviewed on a case-by-case basis).
3. Not be on probation or parole.
4. Must have a valid driver's license with at least one (1) year driving history.
5. Provide a DMV printout for the last ten (10) years – if available.
6. No DUI/DWIs in last ten (10) yrs.
7. No more than three (3) moving violations in the last five (5) years and no more than one (1) moving violation within a one (1) year period in the last five (5) years.
8. Have a driving record that does not show a consistent trend of reckless driving patterns or disregard for obeying the law such as multiple violations of:
  - a. driving without obtaining a Drivers License,
  - b. driving with a suspended license, or revoked Drivers License,

- c. driving with no insurance or expired registration,
  - d. exceeding the speed limit,
  - e. improper or erratic lane changes,
  - f. running red lights or stop signs, or
  - g. following a vehicle too closely.
9. No major preventable accidents in the last five (5) years. A major accident is defined as:
    - a. a preventable accident claim in excess of \$10,000.
    - b. accidents as a result of a lane change, rear-end collision, roll-over, or u-turn.
  10. No preventable accident that resulted in a fatality.
  11. No accidents that involved drugs or alcohol.
  12. Have the ability to read and write English at minimum DOT requirements, including being able to complete the California DMV pre-trip test and the commercial driving test in English.
  13. Read and understand road signage and read and complete logbooks and weigh tickets.
  14. Be able to understand dispatcher communications.
  15. Be aware they must pass a drug test.
  16. Be aware they must complete and pass a DOT physical/vision examination (with blood pressure managed to under 160/90, diabetes – cannot be taking insulin shots, and have 20/40 corrected vision). DMV Form: Medical Examination Report DL51 located on the DMV website ([www.dmv.ca.gov](http://www.dmv.ca.gov)).
  17. Must be assessed and achieve a reading and math proficiency at a 6<sup>th</sup> grade level. The job seeker's Pesco assessment should show a temperament and vocation interests in line with this career. The job seeker must achieve the minimum WorkKeys levels of Applied Math = 3, Reading for Information = 4 and Locating Information = 4.

In the event that a job seeker is unable to meet the requirements of this OD and still wishes to pursue professional driver training, FRWIB will not provide training funds, supportive services to support the training or placement assistance into any professional driving occupations.

If you have any questions, please contact the FRWIB Program Manager.

Professional Driver Occupational Questionnaire

1) Driving History

- a. How long have you had your driver's license? \_\_\_\_\_
- b. Do you hold a driver's license in any other state or province? Yes (list)\_\_\_\_\_ No\_\_\_\_\_
- c. Do you have any moving violations, including DUI/DWI? If so, please list the date and nature of each occurrence, along with the outcome. (Include any violations acquired in any other state or with any other license.)

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2) Family Circumstances

- a. Truck Drivers are often required to be away from home for an extended period of time (days and even weeks). Do you have family or other local obligations that require your assistance on an ongoing basis? Yes \_\_\_ No \_\_\_
- b. Do you have small children at home? Yes \_\_\_ No \_\_\_

3) Other

- a. Do you like to travel? Yes \_\_\_ No \_\_\_
- b. How well do you deal with pressure, schedules and delays?

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- c. Do you mind driving long periods of time – 10 hours per day? Yes \_\_\_ No \_\_\_
- d. Do you mind driving in the mountains? Yes \_\_\_ No \_\_\_
- e. Do you mind driving in adverse weather conditions – snow or rain? Yes \_\_\_ No \_\_\_

4) Medical History -

Your ERS will be reviewing and discussing the DMV Class A Physical exam requirements with you, including the review of required medical testing that includes high blood pressure, diabetes, illegal drugs, eye exams, etc. You will be asked by your ERS to certify that you are aware of the medical requirements.

My Employment Readiness Specialist has discussed the DMV Class A Physical Exam Requirements and the Fresno Regional Workforce Investment Board Policy for this career with me. I have received a copy of the policy. I certify that all of the above information is true and correct to the best of my knowledge.

Job Seeker's Signature:\_\_\_\_\_ Date:\_\_\_\_\_